



Congresswoman Tammy Baldwin

Representing Wisconsin's Second Congressional District

Guidelines for Requesting a *Congressional Letter of Support*

Should your agency or organization decide to apply for a federal grant, you may wish to consider requesting Congressional support for your application in the form of a "Congressional Letter of Support." While there is no guarantee of funding, demonstrated Congressional support can sometimes help gain approval, particularly if the process has become especially competitive.

Please note that Congressional Letters of Support for federal grants are sent by a Member of Congress *directly to the Secretary or other chief administrator of the granting federal agency or sub-agency* (i.e. Secretary of Education; Farm Service Agency Administrator). Congressional correspondence with federal agencies is sent directly to the chief administrator, and is not included in the actual grant application submission.

To make your request, please follow the guidelines below.

- Please submit your signed request for a Congressional Letter of Support in writing, on official agency or organizational letterhead, with an original signature, to: Congresswoman Tammy Baldwin, ATTN: Anthony Hardie, 10 E. Doty St., Madison, WI 53703
- Be sure to include: (1) a *brief* abstract or summary of your proposal for federal funding, including who would benefit from this grant and how they would benefit; (2) the exact name and CFDA number (if available) of the federal grant for which you are applying; (3) the amount of federal funding you are requesting in the grant application; (4) the total budget for your project; and (5) the application deadline. Generally, this can all be accomplished in 1-2 pages.
- Written requests for a Congressional Letter of Support must be received no later than the *4:00 p.m. Central Time, one (1) business day prior to the grant deadline*.

You will be promptly notified by mail of approval or denial of your request for a Congressional Letter of Support for your federal grant application. Approved requests will receive a courtesy copy of the Congressional Letter of Support for your records. It is not necessary to submit a copy of your entire grant application to Congresswoman Baldwin, only to the federal agency awarding the grant.

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• (608) 258-9800 • Fax (608) 258-9808 •

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